



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 9-2-16	<u>Interviewer:</u> Mohammed Cato	RFA #16 – 24
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female x Administrator ☐ Faculty ☐ Staff x Student ☐
 Concern Regarding: Male x Female x Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
8-31-16	[REDACTED] leaves a voicemail and expresses concerns about a co-worker slandering her boyfriend and their relationship	
9-2-16	MC contacts [REDACTED] and meets with her at the EO Office	MC gives an overview of the EO Office, including a description of the Discrimination Complaint Procedure. [REDACTED] shares that [REDACTED], a colleague, has been making inappropriate comments about her and her relationship. There doesn't appear to be concerns that pertain to discrimination of a legally protected category. Instead, [REDACTED] issues seem to pertain to issues of personnel. MC indicates that he can contact [REDACTED] and let [REDACTED] know of [REDACTED] concerns. [REDACTED] says that she would like for MC to contact [REDACTED].
9-2-16	MC shares [REDACTED] concerns with [REDACTED]	[REDACTED] indicates that he will talk to [REDACTED] about her concerns and then follow up with MC.

	████	
9/7/16	MC receives voicemail from █████	████ indicates that █████ and █████ have been calling her and that she'd like for them to stop. MC asks if she has expressed these sentiments to her co-workers or if she has talked to █████. MC tells █████ that he has spoken to █████ about her concerns. █████ indicates that she will talk to █████ and thanks MC for his assistance.
9/8/16	MC calls █████ and █████ reiterates that he will talk to █████	